

**NEW YORK CITY DEPARTMENT OF EDUCATION**

**District 28**

**The Green Magnet School for Career Exploration**

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Social Studies Department Conference

March 28, 2012

Meeting Minutes

1. Marking Period Assessments – Since the Social Studies Department was unable to produce a 3rd Marking Period Assessment. We will administer 2 assessments for the 4th marking period.
   1. The first assessment will be known as the “grade wide Social Studies Assessment” will be administered during the week of May 14 – 18th. These grades will be incorporated into student’s final grade. The marking period ends May 25th. Students will not be told this is their final exam. The test will cover materials from the 3rd marking period up to May 1st. Please refer to the instructional grids to ensure that everyone is utilizing the same content. The test composition will be 25 multiple choice questions and 5 constructed response questions. We will follow the same scanning procedures from the 2nd marking period exam.
      1. The final draft of this exam is to be submitted to Ms. Askew for review and printing on Wednesday May 9 at 3pm. An electronic and hard copy must be submitted for every grade.
   2. The second assessment will be called the “Final Exam”. This will be administered June 13-15th. It will be an overview of the entire school year. This exam will also serve as a pre-assessment to be administered in September 2012. We will use this pre and post assessment as an additional means of assessing student growth over the year. The marking period assessments will also be administered as a pre and post assessment starting in the 2012-2013 school year. Each grade will have 35 multiple choice and 5 constructed response questions.
      1. The final draft of this exam is to be submitted to Ms. Askew for review and printing on Wednesday June 6, at 3pm. An electronic and hard copy must be submitted for every grade.
2. Instructional Grids – are due completed through June 26 on March 29 at 3pm. An electronic copy only as they have to be synthesized with the other grids for submission to Mr. Burns. Teachers are to review for cohesion amongst the teachers within the grades as these will support the development of MP exams.
   1. Per – session available to continue to update the instructional grids and incorporate the UBD units. Speak with Ms. Askew to create a schedule.
3. Instructional Expectations – the focus will be on questioning and discussion techniques. To support the rigor of in class lessons, the goal is to see what the students have to say about a given topic. Conversation should not be teacher centered. The teacher’s role is facilitator. Ask other students to respond to each other’s answers and questions. Allow students to give the significance of a topic, time period etc. Utilize group work and differentiated topics to maximize discussion opportunities in the classroom. This requires planning before class however; it eliminates the need to talk for the majority of the period during class time. Use the questions to guide the students in the direction you want them to go.
4. Social Studies Family Night – will be Friday May 23, 2012 from 5:30-8:30. We will speak with Ms. K. Phillips and Ms. J. Council as planning supports but this is going to require active teacher planning and presence from social studies teachers and students. We will discuss in detail at our next department planning meeting what each teacher will have to present parents. We are not going to display poster-boards in isolation. The presentations should be interactive between students and visitors.
5. Young Debaters Programs – all teachers should be engaged in lessons in at least one period per week. Materials are available in Ms. Askew’s office. This year the program is being piloted in 5 classes and based on teacher and student feedback, this may be used as an elective program next year. The final event will be Saturday May 19 at CUNY law. Teachers are encouraged to support students at this event.